


PERSONAL INFORMATION

Poko Alida Nadinga



 Dakar, Senegal

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 LinkedIn : Alida Nadinga

Sex Female | Date of birth 12/04/1989 | Nationality Burkina Faso

JOB APPLIED FOR
POSITION
PREFERRED JOB
STUDIES APPLIED FOR

International Relations expert

WORK EXPERIENCE

Since July 2023

Knowledge management consultant

West and Central African Council for Agricultural Research and Development (CORAF), 7, Avenue Bourguiba - B.P.48 Dakar - RP, Senegal - CP 18523 ; Tel: (221) 33 869 96 18 Site web : www.coraf.org

Implementation of the KM system:

- Updating the KM strategy: workshop on KM challenges, diagnosis of the KM system, survey of stakeholders' knowledge needs, benchmarking, etc.
- Support for the development of knowledge management policy and procedures
- Implementation of archiving system, digital knowledge hub, redesign of certain platforms with a team of consultants (IT, Big Data, Web development, ICT & KM focal person, Archivist team, etc.)
- Supporting Project Coordinators in the production of project knowledge products: project fact sheets, brochures on achievements, guides/manuals on approaches, success stories, etc.
- Support in organizing of important knowledge-sharing event

Business or sector Agriculture

From February 2019 to June 2023

Communication and Knowledge Management Assistant

Afrique Communication, 155, Sotrac Mermoz Angle VDN, Dakar ; Tel : + 221 33 860 62 60

- Development of knowledge management and communication strategies with a budgeted action plan: CORAF, IDRC, PACEM, , BOAD
- Support for the development of the Communication Strategy on free movement and the right of establishment of the West African Economic and Monetary Union (UEMOA)
- On the project "Strengthening the quality infrastructure for innovative energy services" of the PTB with the objective of supporting the private sector and coordinating project activities, support for : i) drafting the consultant's expert reports Project No.: FV-95325-03 / BMZ No. 2015.2216.8 ; ii) sending and consolidating forms to companies applying for audits and training courses Project No.: 952 57// BMZ No. 2012.2296.7
- Drafting of the facilitation report of the workshop organised by GIZ in cooperation with the partners of the P.E.D. in order to define the Operational Plan of the P.E.D. (from 2023 to 2025) and the annual work plan 2023 based on the new matrix of results and indicators as validated as a project document.
- Conducting capitalization processes: Enabel, UNDP, RCN Justice & Democracy, Plan International, and others
- Support for training in communication and capitalization of experiences
- Management of the website and social networks
- Organization and updating of the Director agenda

Business or sector Communication and Knowledge management

From January to February 2019

Communications intern

West African Economic and Monetary Union (UEMOA) Commission, 9F9M+C4P, Avenue Pr. Joseph Ki-Zerbo, Koulouba, Ouagadougou, Burkina Faso

- Participation in the implementation of the activities of the Communication Department (pooling of the media database of the 8 countries, coverage of workshops, press kits)

Business or sector Replace with type of business or sector

From April to December 2016

Administrative Assistant intern

Office for the Coordination of Humanitarian Affairs (UNOCHA/ UNDP), Immeuble des Nations Unies, Koulouba (secteur 4) 01 BP 575 Ouagadougou 01 – Burkina Faso Phone : (226) 25.30.67.62/63/64

- Writing of the weekly press review on the humanitarian situation in Burkina Faso
- Organization of the Humanitarian Forum, working meetings with partners
- Organization of internal meetings with UNDP, UNICEF, FAO, WFP, UNFPA, WHO, etc.
- Writing minutes, reports, press releases
- Update of the list of humanitarian contacts

Business or sector: Humanitarian aid

From November 2014 to April 2015

Executive Assistant

Replace with employer's name and locality (if relevant, full address and website)

- Quality control of the printing of information materials and publication before delivery to customers
- Organization and management of the Director's diary
- Management of incoming and outgoing calls
- Development of the activity monitoring schedule
- Sending and receiving mail

Business or sector: Communication & Branding products

From 2011 – 2013

Telemarketer / salesperson

TELECEL FASO, 08 BP 11059 396, Avenue de la Nation Ouagadougou Burkina Faso

Loyalty department:

- Customer information and advice
- Gathering information and managing complaints
- Customer portfolio management

Business or sector Telecoms

EDUCATION AND TRAINING

2016 - 2018

Master's in Diplomacy, International Relations

Université Libre du Burkina (ULB)

2011 - 2012

Professional Degree in Marketing and Communication

International Institute of Management (IIM)

PERSONAL SKILLS

Mother tongue(s) French

Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	B2	B2	B2	B2	C1
Replace with name of language certificate. Enter level if known.					

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Good communication skills gained through my experience as a communication assistant and telemarketer/salesperson

Organisational / managerial skills Leadership: currently responsible for a team of 10 consultants

- Job-related skills
- Good writing skills: production and quality control of knowledge products (projects flyers, reports, catalogues, writing, critical review of reports, documents, success stories, executive/ policy summaries brief, etc.). Example:
 - Develop KM and communication strategies:
 - Coordinate all the projects: organize meetings, send resources, write technical reports, meeting minutes notes, etc.
 - PTB project "Strengthening the quality infrastructure for innovative energy services" (February 2019 - June 2023) with the objective of supporting the private sector and coordinating project activities, support for
 - drafting the consultant's expert reports Project No.: FV-95325-03 / BMZ No. 2015.2216.8
 - sending and consolidating forms to companies applying for audits and training courses Project No.: 952 57// BMZ No. 2012.2296.7.

Computer skills Good command of Office automation and statistical software [Word, Outlook, Excel, Power Point]

- Other skills
- Knowledge management and Big Data in Business by The Hong Kong Polytechnic University, from January to March 2024
 - French-speaking facilitators of the Calidena methodology to assess the quality needs of value chains from September 07 to 16, 2021
 - Digital camera user, good knowledge of Zoom, Microsoft Teams, Google Meet

Driving licence ▪ B

ADDITIONAL INFORMATION

- Conferences
- Science and Partnerships for Agriculture Conference, July 2024, Kigali, Rwanda
 - African fertilizer and soil health summit, May 2024, Nairobi, Kenya
 - Forum for leaders in agricultural research, April 2024, Cotonou, Benin
 - Dspace repository scoping workshop, December 2023, Nairobi, Kenya
 - Africa Wide Agricultural Extension Week, 2023, Abuja, Nigeria
 - Market for agricultural innovations and technologies, 2023, Ouagadougou, Burkina Faso
 - Symposium on the state of agricultural product processing in West and Central Africa, 2023,

Date: 06/ 08/ 2024

Signature:

